

JUS.T.I.S. * Governance Council Meeting Minutes

*Justice Tracking Information System

Thursday, March 13, 2008, 10:00 a.m.

Hall of Justice, 850 Bryant Street, Room 215

San Francisco, California 94103

Attendance

Sheriff	Eileen Hirst	Police	Mark Rinkel
Sheriff	Dave Hardy	Adult Probation	Quynh Phung
Juvenile Probation	Jose Luis Perla	Mayor's Office	Jenny Louie
Juvenile Probation	Jack Owens	DSOW	Jill Tregor
Public Defender	Rene Manzo	ECD	Mitch Sutton
Superior Court	Pat Jeong	DTIS	Walt Calcagno
Superior Court	Ron Ho	DTIS	Rob Castiglia
IT PM	Al Corker	Coordinator	Paula Itaya

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:14 a.m. Eileen noted that the meeting was duly posted according to the Sunshine Ordinance; however, since no members of the public were present, it would not be necessary to call for public comment after each Agenda item. Eileen requested that all audible electronic devices be deactivated, so as not to sound during the meeting.

Adoption of Agenda - Action Item

Eileen said that a request has been made for the HUB and Server project reports to be moved to the beginning of the case management system updates to facilitate the discussion. Pat Jeong moved to adopt the Agenda as amended. Jill Tregor seconded the motion, which was approved unanimously by the members. The amended Agenda was adopted.

Adoption of Minutes - January 31, 2008 - Action Item

Ron Ho moved to adopt as final the Draft of the Minutes of the meeting of January 31, 2008, dated February 7, 2008. Eileen seconded the motion, which was carried by unanimous voice vote. The Draft of Minutes was adopted for distribution as final.

Executive Sponsor Update - Discussion/Action Item

In the absence of the Executive Sponsor, no update was provided.

Technical Steering Committee (TSC) Update - Discussion/Action Item

Walt Calcagno presented a summary of the recent activities of the TSC. He said that the Committee on Information Technology (COIT) has asked the TSC to attend their next meeting on March 20th to report on the status of the JUSTIS Project.

Walt said that the TSC has begun meeting again with the Police Department (SFPD). He said that they have provided some overviews of JUSTIS to Chief Information Officer (CIO) Mark Rinkel and to the new Project Manager for their Record Management System (RMS), Sandra Yamashiro.

Walt said that the Public Defender (PD) has attended a TSC meeting to discuss redistributing some of the vendor deliverables. Walt added that the TSC took part in a design review of the system. Walt complimented the PD on the effort, which resulted in an excellent review, where various groups of departmental personnel participated very strongly and are very interested and engaged in using their new system. Walt said that Rene Manzo and Tyler Vu are to be commended for coordinating a superior presentation.

Walt said that the TSC is working with the Adult Probation Department (APD), providing Project Management Office (PMO) assistance regarding their internal IT governance structuring and vendor support issues.

Walt added that there is some discussion regarding the budget for the next fiscal year in that the line item related to the PMO is being eliminated. He said that he thought the Council should be made aware of the issue, since it was the Council who voted to have IT Project Management (IT PM) perform the function of PMO for the duration of the JUSTIS Project. He said that he is not sure of the status of the discussion, and whether or not a final decision has been made.

Jenny Louie added that since the HUB Project was scheduled for completion at the end of this fiscal year, it was assumed that the PMO could be eliminated. She said that the Mayor's Budget Office is considering layoffs and looking at a number of changes at the Department of Telecommunication and Information Systems (DTIS). Jenny said that the budgeting process is still in progress, and they are still reviewing departmental programs. Any recommendations are subject to approval by the Mayor's Office.

Eileen said that she found it surprising that the Council, who decided on the need for and the hiring of the PMO, with the approval of the Mayor's Office, would be left out of the decision regarding the value of the Office to the ongoing Project. She said that there is much more to be done after the HUB is "completed." Mark expressed concern that the absence of the PMO would affect his project and others and cause further delay. Walt said that he would distribute to members the "statement of work," which describes the function of the PMO. Eileen agreed that this would be helpful and suggested sending a letter to Chris Vein, DTIS Executive Director, regarding the decision. Jill added that time being of the essence, a meeting is needed before the next Council meeting. Jill made a motion to send a letter to Chris and the Mayor, with copies to Kevin Ryan and Jenny, requesting a meeting to discuss the issue. Mark seconded the motion, which members endorsed unanimously by voice vote.

Case Management System Update - Discussion/Action Item

HUB Project – Rob Castiglia said that he has good news. He said that the Sheriff "spoke" is 100% completed and the code is now "frozen." Rob said that New World Systems (NWS), the Sheriff's vendor, might make changes, which would require an update. Rob added that the core piece of the HUB is 98% completed. The remaining portion involves the trouble ticketing, which is the built in notification system alerting of problems to the JUSTIS Help Team, as well as to the departmental system administrators. Rob said that this 2% would be completed within the next two weeks.

Rob said that the remaining spoke is the mainframe spoke. They are performing end-to-end testing: the JMS and the mainframe ability to consume data and provide accurate feedback. They are working on any issues that arise. In addition to the Sheriff activities and parallel to those, they are working with the PD, Adult and Juvenile Probation on use cases, to begin work on those spoke specifications. Rob said that there is staff dedicated to working with those departments and validating the use cases.

Regarding the statute codes, Rob said that he is still working on this preliminary to a meeting. Owens Information Systems (OIS) is working on the algorithm for the ten-byte conversion. Then he would meet with the Court on the exceptions and the District Attorney personnel for approval, before holding the multi-agency meeting.

Rob said that he is interviewing possible candidates for the JUSTIS team. He said that there is a strong technical candidate who would start Monday. Her expertise will assist with the transfer of knowledge from PlanGraphics to the internal staff. She would also assist with spoke design for the District Attorney. They are continuing with interviews for additional positions.

Rob said that he wanted to mention the JUSTIS repository since he has had some questions about it. He said that it would exist after all the spokes are deployed and everyone is off the mainframe. However, they are presently designing and building tables for the repository, which is the data from the mainframe, and some of the data within each spoke from the case management systems. Rob said that a mini-data warehouse is being developed as other aspects of the system are being built.

Server Project – Rob said that the blades are installed and fired up at One Market Plaza (OMP), but they lack operating systems and the supporting software. Next week they would work with DTIS Operations to start installing the software and migrating existing systems onto the blades. This would then become a production environment for the Sheriff going live and for the HUB.

With regard to the JUSTIS Storage Area Network (SAN), Rob said that a pre-bid conference was held and the bid period closed. One bid was received. They are working with the Purchasing Department to award the bid.

In answer to a question regarding access to the production server, Rob said that the environment still must be validated. Rob said that his conversations with Operations have not resulted in a definite timetable. He said that the VLAN is in place and there are no connectivity issues of which he is aware, but the review process is incomplete.

Juvenile Probation - Jose Perla said that they are in the process of adding two new tables to their system. The two new tables are community services and restitution. These two new tables will enhance the current case management system.

District Attorney (DA) - Martha Knutzen could not be present. She sent word that they are continuing to work on the DAMION 4.3 upgrade to the system.

Public Defender – Rene Manzo said that Tyler could not be present as he is in meetings with the vendor. Rene said that he appreciates the positive feedback from Walt, the TSC and DTIS. Rene said that the design review did go well and the whole department is very excited about the system. He said that they need to finalize and publish their Design Plan Report and send it to Walt for distribution. They are working with the HUB team and have finalized a data extract with Siu Mei Wong. The next step is to do data validation. Rene said that they are meeting with DTIS next week to review the fiber connectivity from the Hall of Justice to their office. They are upgrading the LAN and WAN, as well as their internal network.

Police Department (SFPD) – Mark said that they are working on the Records Management System (RMS) and have made a lot of changes. They are working with the vendor, seeking some alternatives to the Field Reporting Software, with a deadline of March 25th. He said that there are a lot of decisions to be made regarding processes and they are making progress with alternatives. Mark said that they are working on other components and will be contacting other departments regarding business practice interactions. He said that connectivity to the department servers is a big issue as well as is email. They are working with DTIS on solutions. Mark said that if there is interest, he could demonstrate the status of the project at the next Council meeting. Members welcomed this possibility.

Sheriff's Department - Eileen said that some of the update has been mentioned by Rob. Eileen said that a purchase order has been issued to Micromenders for certified CITRIX resources to enable the Sheriff's Department to deploy the JMS in all facilities and to deploy CLETS. When completed, they will begin pre-live testing. Eileen invited Dave Hardy to add to the RMS update. Dave said that they are slightly behind the Police in updating their reporting product with NWS. Dave said that the product is changing weekly. Dave said that NWS is presently updating the basic California forms. They are waiting for the final release of the field report conversion, and will apply the department workflow to the forms. This has involved changing the incident reporting and changing department policy to support the new program.

Dave said that they are moving forward with the RMS, and have a large data conversion to perform. They have assigned deputies at the booking facility to perform double entry of data to CMS and to JMS. Dave said that they have been

providing real booking data. They have been creating reports such as the count, alpha list, court list and others, which they have not had before. Dave said that DTIS still needs to secure data storage.

Pat said that there have been some problems with the calendars and asked if the rules for booking are the same in both systems. Dave said that the rules are basically the same, with some additional nuances for new fields, which they have not previously had. He said that they are performing the same five functions: booking, housing, moving, classifying and releasing. Dave said that they have tried to eliminate the decision-making factors when possible. Pat advised that in a case of no-warrant felonies and misdemeanors, the felonies are to be booked first.

Adult Probation Department (APD) – Quynh Phung presented the update. Quynh said that they would have a new person from Oracle starting in April, who would be working on their system. Rob added that she would be an excellent resource for work on the spoke. Quynh added that the Kanchana Gottipadi is doing a great job. He said that Rob, Al Corker, and Kanchana have been meeting with the Department to work on the spoke.

Al added that they have been working on the issue of restitution with APD. Al said that his staff was engaged in putting together the process and plan to migrate the collections of restitution, fines and fees from the APD collections group to the Courts and payment by the Treasurer. They are now chartered to create an end-to-end process model involving all automating of all of the restitution, fines and fees milestones for SC, APD and the DA.

Superior Court (SC) – Ron presented the update. Ron said that they are converting their database to 10G to match the criminal side. They hope to have this completed next week. Ron said that they are looking at the type of data that they would exchange with the HUB. Ron said that the latest data conversion involves 675,000 cases in the active caseload, which would be downloaded to their system. He said that they are expanding the reporting feature. Ron said that they are looking at the issue of restitution. They are also looking to see that all the data collected in JMS is accurate and could be used in the Court system. Any data received would not be changed. The new CITRIX has been installed and is functional. Ron said that they still hope to go live by July 2008.

New Business - No new business was presented to the Council.

Adjournment– The next Council meeting is scheduled for Thursday, May 1, 2008, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, Pat moved to adjourn the meeting. Quynh seconded the motion, which was carried unanimously, and the meeting was adjourned at 11:01 a.m.